

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2013	2014	2015	2016	2017
Capital Expenditures					
Operating Costs	25,286,543				
External Revenue	(17,817,676)				
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	7,468,867				

# ADDITIONAL FTE POSITIONS (Cumulative)					
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Is Item Included In Proposed Budget? Yes X No
 Budget Account No.: Fund 1002 Dept 147 Unit Var. Object Var. Program Code Var.
 Program Period GY12

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Departmental Fiscal Review: TM
 Taruna Malhotra, Director of Financial & Support Svcs

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development and Control Comments:

[Signature] 8/24/12 OFMB
 [Signature] 8/30/12 Contract Development and Control
 8-30-12 BLOKID

B. Legal Sufficiency:

[Signature] 8/31/12
 Chief Assistant County Attorney

C. Other Department Review:

 Department Director

This summary is not to be used as a basis for payment.



MEMORANDUM

TO: Shelley Vana, Chair
Board of County Commissioners

FROM: Robert Weisman
County Administrator

DATE: June 29, 2012

RE: Head Start Refunding Application

Department of
Community Services

810 Datura Street

West Palm Beach, FL 33401

(561) 355-4700

Fax: (561) 355-3863

www.pbcgov.com

**Palm Beach County
Board of County
Commissioners**

- Shelley Vana, Chair
- Steven L. Abrams, Vice Chairman
- Karen Marcus
- Paulette Burdick
- Burt Aaronson
- Jess R. Santamaria
- Priscilla A. Taylor

County Administrator

Robert Weisman

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Affirmative Action Employer"

Pursuant to PPM# CW-F-003, your signature is needed on the Head Start Refunding Grant Application. This application for \$ 21,665,890.00 will allow Head Start and Early Head Start to continue to provide comprehensive early childhood services to 2, 296 children and their families for the 2012-2013 fiscal year. The federal portion of the grant is \$17,332,712 and the County share is \$4,333,178.

For more than 40 years, the Head Start program has successfully provided comprehensive child development services to our economically disadvantaged children and their families in Palm Beach County. The FY 2012-2013 program will also include services to infants/toddlers and pregnant women.

The application was dated April 23, 2012 with instructions to return it by July 1, 2012. The emergency signature process is being utilized because there is not sufficient time to submit the application through the regular agenda process. Staff will submit this item at the Board's August 14, 2012 Commission meeting.

If additional information is needed, please contact Yvonne Walker, Head Start Director, at 561-233-1624.

Approved by:

Financial & Support Svcs. Director

Community Svcs. Department Director

OFMB

Senior Assistant County Attorney

Assistant County Administrator



June 28, 2012

**Department of Community Services
Division of Head Start
and Children Services**

50 South Military Trail
Suite 203
West Palm Beach, FL 33415
(561) 233-1600
FAX: (561) 233-1633
www.pbcgov.com

Olissa Williams, Program Specialist
Administration for Children & Families
Region IV Head Start
61 Forsyth Street, Suite 4M60
Atlanta, GA 30303-8909

RE: Palm Beach County Head Start & Early Head Start
Grant # 04CH3046

**Palm Beach County
Board of County
Commissioners**

Shelley Vana, Chair
Steven L. Abrams, Vice Chairman
Karen T. Marcus
Paulette Burdick
Burt Aaronson
Jess R. Santamaria
Priscilla A. Taylor

Dear Ms. Williams,

The FY 2012-2013 Refunding Application documents for Palm Beach County Head Start/Early Head Start Program were reviewed and unanimously approved at the June 27, 2012 meeting of the Policy Council along with the 2012 COLA and the 2012 carry over balance. Prior to that, the Policy Council participated in the development of the Self Assessment, Training/Technical Assistance Plan, Program Improvement Plan, and the School Readiness Plan.

We are grateful for the support to our program to provide much needed Head Start/EHS services to 2296 children and their families.

Sincerely,

Natasha Stewart

Natasha Stewart
PBCHS/EHS Policy Council

County Administrator

Robert Weisman

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To Whom It May Concern:

**Department of Community Services
Division of Head Start
and Children Services**

50 S. Military Trail
Suite #203
West Palm Beach FL 33415
(561) 233-1600
FAX: (561) 233-1633
www.pbcgov.org



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Palm Beach County Board of County Commissioners complies with the Head Start Act, Section 653, which limits the compensation of Head Start staff. The language precludes use of any Federal funds to pay any part of the compensation of an individual employed by a Head Start agency whose compensation exceeds the rate payable for Level II of the Executive Schedule, which is currently \$179, 700. None of the staff of Palm Beach County Head Start exceed the employee compensation cap.

I hereby agree to the above certification and assurances.

A handwritten signature in black ink, appearing to read "Channell Wilkins", written over a horizontal line.

Signature of Certifying Official

A handwritten date "6/27/12" written over a horizontal line.

Date

Channell Wilkins, Director, Community Services Department

Title

Palm Beach County, Board of County Commissioners

Applicant Organization

Certification of Filing and Payment of Federal Taxes

As required by the Department of Labor, Health and Human Services, and Education and related Agencies Appropriation Act, 2008 (Public Law 110-161, Division G, Title V, section 523), as a prospective financial assistance recipient entering into a grant or cooperative agreement more than \$5,000,000, I, as the duly authorized representative of the applicant, do hereby certify to the best of my knowledge and belief, that:

- (1) The applicant has filed all federal tax returns during the three years preceding this certification:

AND

- (2) The applicant has not been convicted of a criminal offense pursuant to the Internal revenue Code of 1986 (U.S. Code – Title 26, Internal revenue Code);

AND

- (3) The applicant has not, more than 90 days prior to this certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.



Signature of Authorized Certifying Official

Shannon Ramsey-Chessman, Chief Operating Officer, Finance, Clerk + Comptroller Palm Beach Co.

Printed Name and Title

Palm Beach County Board of County Commissioners 6-28-12

Name of Applicant

Date

04CH3046/46

Grant/Cooperative Agreement Reference Number

APPLICATION FOR FEDERAL ASSISTANCE

Version 7/03

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		2. DATE SUBMITTED	Applicant Identifier
<input type="checkbox"/> Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	<input checked="" type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier 04CH3046-000
5. APPLICANT INFORMATION			
Legal Name: PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS		Organizational Unit: Department: COMMUNITY SERVICES	
Organizational DUNS: 07-84-70481		Division: HEAD START and CHILDREN SERVICES	
Address: Street: SHELLEY VANA 301 N. OLIVE AVENUE, 12TH FLOOR		Name and telephone number of person to be contacted on matters involving this application (give area code)	
City: WEST PALM BEACH		Prefix: MS	First Name: YVONNE
County: PALM BEACH		Middle Name	
State: FLORIDA		Last Name WALKER	
Zip Code: 33401-4703	Suffix:		
Country: USA		Email: YWALKER1@PBCGOV.ORG	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 59-6000785		Phone Number (give area code) (561)233-1624	Fax Number (give area code) (561)233-1633
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) <input type="checkbox"/> <input type="checkbox"/>		7. TYPE OF APPLICANT: (See back of form for Application Types) B Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 93-600		9. NAME OF FEDERAL AGENCY: HHS/ACF/OHS	
TITLE (Name of Program): HEAD START		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: HEAD START and EARLY HEAD START	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): PALM BEACH COUNTY			
13. PROPOSED PROJECT Start Date: 10/1/2012 Ending Date: 9/30/2013		14. CONGRESSIONAL DISTRICTS OF: a. Applicant 16, 19, 22, 23 b. Project 16, 19, 22, 23	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 17,332,712 ⁰⁰	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:	
b. Applicant	\$ 4,333,178 ⁰⁰	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
c. State	\$ ⁰⁰	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local	\$ ⁰⁰		
e. Other	\$ ⁰⁰		
f. Program Income	\$ ⁰⁰	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
g. TOTAL	\$ 21,665,890 ⁰⁰	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Authorized Representative			
Prefix MS	First Name SHELLEY	Middle Name	
Last Name VANA		Suffix	
b. Title CHAIR		c. Telephone Number (give area code) (561)355-2203	
d. Signature of Authorized Representative <i>Shelley Vana</i>		e. Date Signed	

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Shelley Vana for Shelley Vana
Vice Chairman
APPROVED AS TO FORM AND LEGAL SUFFICIENCY
[Signature]
COUNTY ATTORNEY

Standard Form 424 (Rev.9-2003)
Prescribed by OMB Circular A-102

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.PA-4122	93.600	\$	\$	\$ 14,282,881.00	\$ 3,570,720.00	\$ 17,853,601.00
2.PA-4120	93.600			158,177.00	39,544.00	197,721.00
3.PA-4125	93.600			2,821,126.00	705,282.00	3,526,408.00
4.PA-1126	93.600			70,528.00	17,632.00	88,160.00
5. Totals		\$ 0.00	\$ 0.00	\$ 17,332,712.00	\$ 4,333,178.00	\$ 21,665,890.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) HS	(2) HS T&TA	(3) EHS	EHS	
a. Personnel	\$ 5,862,247.00	\$	\$ 963,098.00	\$	\$ 6,825,345.00
b. Fringe Benefits	2,815,712.00		484,319.00		3,300,031.00
c. Travel	348.00	28,160.00	12,112.00	10,820.00	51,440.00
d. Equipment	6,930.00		13,582.00		20,512.00
e. Supplies	20,454.00	16,400.00	112,558.00	12,000.00	161,412.00
f. Contractual	4,620,563.00	102,605.00	1,020,207.00	43,708.00	5,787,083.00
g. Construction					0.00
h. Other	773,551.00	11,012.00	194,764.00	4,000.00	983,327.00
i. Total Direct Charges (sum of 6a-6h)	14,099,805.00	158,177.00	2,800,640.00	70,528.00	17,129,150.00
j. Indirect Charges	183,076.00		20,486.00		203,562.00
k. TOTALS (sum of 6i and 6j)	\$ 14,282,881.00	\$ 158,177.00	\$ 2,821,126.00	\$ 70,528.00	\$ 17,332,712.00
7. Program Income	\$	\$	\$	\$	\$ 0.00

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Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	\$ 0.00	
9.				0.00	
10.				0.00	
11.				0.00	
12. TOTAL (sum of lines 8-11)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 17,332,712.00	\$ 4,333,178.00	\$ 4,333,178.00	\$ 4,333,178.00	\$ 4,333,178.00
14. Non-Federal	4,333,178.00	1,083,295.00	1,083,294.00	1,083,295.00	1,083,294.00
15. TOTAL (sum of lines 13 and 14)	\$ 21,665,890.00	\$ 5,416,473.00	\$ 5,416,472.00	\$ 5,416,473.00	\$ 5,416,472.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges: \$17,129,150		22. Indirect Charges: \$203,562			
23. Remarks:					

**PALM BEACH COUNTY BOCC
HEAD START AND CHILDREN SERVICES
HEAD START - (1451)
2013 REFUNDING APPLICATION
PA-4122**

Object	Budget Categories	Prg Code Description	Total 2013 Budget	Federal Share	County	CSC	Total Shared	County O/M	Total 2013 Budget
1201	Personnel	Salaries & Fringes	8,460,015	5,862,243	1,343,435	122,126	1,465,561	1,132,211	8,460,015
1301	Personnel	Salaries & Fringes	1	1	0	0	0	0	1
1401	Personnel	Salaries & Fringes	1	1	0	0	0	0	1
1501	Personnel	Salaries & Fringes	1	1	0	0	0	0	1
1504	Personnel	Salaries & Fringes	1	1	0	0	0	0	1
	Personnel Total		8,460,019	5,862,247	1,343,435	122,126	1,465,561	1,132,211	8,460,019
2101	Fringe Benefits	Salaries & Fringes	525,761	364,319	83,490	7,590	91,080	70,362	525,761
2105	Fringe Benefits	Salaries & Fringes	122,961	85,205	19,526	1,775	21,301	16,455	122,961
2201	Fringe Benefits	Salaries & Fringes	484,052	335,417	76,866	6,988	83,854	64,781	484,052
2301	Fringe Benefits	Salaries & Fringes	2,668,920	1,849,389	423,819	38,528	462,347	357,184	2,668,920
2401	Fringe Benefits	Salaries & Fringes	208,852	144,726	33,166	3,015	36,181	27,945	208,852
2501	Fringe Benefits	Salaries & Fringes	52,898	36,656	8,400	764	9,164	7,078	52,898
	Fringe Benefits Total		4,063,444	2,815,712	645,267	58,660	703,927	543,805	4,063,444
4001	Travel	Travel & Per Diem	1	1	0	0	0	0	1
4941	Travel	Travel & Per Diem	500	347	80	7	87	66	500
	Travel Total		501	348	80	7	87	66	501
6401	Equipment	Equipment	5,000	3,465	794	72	866	669	5,000
6405	Equipment	Equipment	5,000	3,465	794	72	866	669	5,000
	Equipment Total		10,000	6,930	1,588	144	1,732	1,338	10,000
5101	Supplies	Supplies	55,000	3,465	794	72	866	50,669	55,000
5111	Supplies	Equipment	2,500	1,733	397	36	433	334	2,500
5121	Supplies	Other	5,000	3,465	794	72	866	669	5,000
5201	Supplies	Supplies	5,000	3,465	794	72	866	669	5,000
5231	Supplies	Other	1	1	0	0	0	0	1
5243	Supplies	Other	1	1	0	0	0	0	1
5244	Supplies	Other	8,000	5,544	1,271	115	1,386	1,070	8,000
5401	Supplies	Other	500	347	80	7	87	66	500
5402	Supplies	Supplies	3,510	2,433	557	51	608	469	3,510
5412	Supplies	Other	1,000	694	160	14	174	132	1,000
	Supplies Total		80,512	21,148	4,847	439	5,286	54,078	80,512
3103	Contractual	Contr Svcs - Medical/Dental	187,741	130,093	29,813	2,710	32,523	25,125	187,741
3118	Contractual	Contr Svcs - Medical/Dental	5,000	3,465	794	72	866	669	5,000
3140	Contractual	Contract Services	1	1	0	0	0	0	1
3161	Contractual	Contract Services	1	1	0	0	0	0	1
3301	Contractual	Contract Services	0	0	0	0	0	0	0
3401	Contractual	Contract Services	6,416,748	4,446,392	1,018,963	92,635	1,111,598	858,758	6,416,748
3403	Contractual	Contract Services	1	1	0	0	0	0	1
3404	Contractual	Contract Services	1	1	0	0	0	0	1
3405	Contractual	Contract Services	1	1	0	0	0	0	1
3414	Contractual	Contract Services	40,000	27,718	6,353	577	6,930	5,352	40,000
3416	Contractual	Contract Services	0	0	0	0	0	0	0
3419	Contractual	Contract Services	0	0	0	0	0	0	0
3421	Contractual	Contract Services	6,598	4,573	1,048	95	1,143	882	6,598
3422	Contractual	Contract Services	12,000	8,316	1,906	173	2,079	1,605	12,000
3457	Contractual	Contract Services	1	1	0	0	0	0	1
	Contractual Total		6,668,093	4,620,563	1,058,877	96,262	1,155,139	892,391	6,668,093
4007	Other	Other	10,000	6,930	1,589	144	1,733	1,337	10,000
4101	Other	Communication	15,515	10,752	2,464	224	2,688	2,075	15,515
4103	Other	Communication	1	1	0	0	0	0	1
4104	Other	Communication	1	1	0	0	0	0	1
4205	Other	Communication	2,435	1,688	387	35	422	325	2,435
4301	Other	Utilities	40,545	28,096	6,439	585	7,024	5,425	40,545
4304	Other	Utilities	8,000	5,544	1,271	115	1,386	1,070	8,000
4308	Other	Utilities	4,000	2,772	635	58	693	535	4,000

**PALM BEACH COUNTY BOCC
HEAD START AND CHILDREN SERVICES
HEAD START - (1451)
2013 REFUNDING APPLICATION
PA-4122**

Object	Budget Categories	Prg Code Description	Total 2013 Budget	Federal Share	County	CSC	Total Shared	County O/M	Total 2013 Budget
4310	Other	Utilities	15,000	10,395	2,382	217	2,599	2,006	15,000
4401	Other	Rent	1	1	0	0	0	0	1
4406	Other	Rent	12,500	8,662	1,986	180	2,166	1,672	12,500
4410	Other	Rent	70,558	48,893	11,204	1,019	12,223	9,442	70,558
4412	Other	Rent	3,500	2,426	556	51	607	467	3,500
4418	Other	Rent	1	1	0	0	0	0	1
4420	Other	Fleet Mgmt Services	418,054	235,777	54,032	4,912	58,944	123,333	418,054
4501	Other	Insurance	4,080	2,828	648	59	707	545	4,080
4502	Other	Insurance	230,071	159,425	36,535	3,321	39,856	30,790	230,071
4601	Other	Repair/Maintenance	10,000	6,930	1,589	144	1,733	1,337	10,000
4605	Other	Fac Mgmt Services	15,000	10,395	2,382	217	2,599	2,006	15,000
4607	Other	Fac Mgmt Services	15,000	10,395	2,382	217	2,599	2,006	15,000
4610	Other	Fac Mgmt Services	104,015	35,973	8,244	749	8,993	59,049	104,015
4615	Other	Fac Mgmt Services	1	1	0	0	0	0	1
4620	Other	Fac Mgmt Services	12,000	8,316	1,906	173	2,079	1,605	12,000
4623	Other	Fac Mgmt Services	4,000	2,772	635	58	693	535	4,000
4625	Other	Fleet Mgmt Services	89,923	52,861	12,114	1,101	13,215	23,847	89,923
4701	Other	Other	0	0	0	0	0	0	0
4703	Other	Other	8,000	5,544	1,271	115	1,386	1,070	8,000
4801	Other	Other	5,000	3,465	794	72	866	669	5,000
4901	Other	Other	2,000	1,387	318	29	347	266	2,000
4904	Other	Other	100	70	17	1	18	12	100
4905	Other	Other	1	1	0	0	0	0	1
4909	Other	Other	4,000	2,772	635	58	693	535	4,000
4910	Other	Other	1	1	0	0	0	0	1
4932	Other	Other	2,000	1,387	318	29	347	266	2,000
4942	Other	Other	1	1	0	0	0	0	1
4945	Other	Other	200	139	32	3	35	26	200
4946	Other	Other	1	1	0	0	0	0	1
5112	Other	Communication	300	209	48	4	52	39	300
5215	Other	Fleet Mgmt Services	167,625	101,757	23,319	2,120	25,439	40,429	167,625
5220	Other	Other	900	624	143	13	156	120	900
9201	Other	Repair/Maintenance	5,286	3,664	840	76	916	706	5,286
	Other Total		1,279,616	772,857	177,115	16,099	193,214	313,545	1,279,616
4979	Indirect Cost	Indirect Cost	264,190	183,076	41,960	3,814	45,774	35,340	264,190
	Indirect Cost Total		264,190	183,076	41,960	3,814	45,774	35,340	264,190
	Grand Total		20,826,375	14,282,881	3,273,169	297,551	3,570,720	2,972,774	20,826,375
		% Allocation		68.58%	15.72%	1.43%	17.15%	14.27%	100.00%

**PALM BEACH COUNTY BOCC
HEAD START AND CHILDREN SERVICES
HEAD START TECHNICAL AND TRAINING ASSISTANCE - (1454)
2013 REFUNDING APPLICATION
PA-4120**

Object	Budget Categories	Object Description	Total 2013 Budget	Federal Share	County	Total 2013 Budget
4001	Travel	Travel & Per Diem	25,700	20,560	5,140	25,700
4941	Travel	Registration Fees	9,500	7,600	1,900	9,500
	Travel Total		35,200	28,160	7,040	35,200
5101	Supplies	Office Supplies	0	0	0	0
5201	Supplies	Materials/Supplies Operating	8,000	6,400	1,600	8,000
5401	Supplies	Books Publicatns & Subscrptns	1,500	1,200	300	1,500
5402	Supplies	Educational Training Materials	7,500	6,000	1,500	7,500
5412	Supplies	Dues & Memberships	3,500	2,800	700	3,500
	Supplies Total		20,500	16,400	4,100	20,500
3401	Contractual	Other Contractual Services	1	1	0	1
3421	Contractual	Contractual Service-Training	128,256	102,604	25,652	128,256
	Contractual Total		128,257	102,605	25,652	128,257
4420	Other	Rent-Motor Pool Vehicles	1	1	0	1
4703	Other	Graphics Charges	3,500	2,800	700	3,500
4801	Other	Promotl Activities (Ord 86-19)	10,260	8,208	2,052	10,260
4901	Other	Oth Currnt Chrges & Obligions	1	1	0	1
4932	Other	Parent Activity	1	1	0	1
4942	Other	Tuition-Reimbursement	1	1	0	1
	Other Total		13,764	11,012	2,752	13,764
	Grand Total		197,721	158,177	39,544	197,721
		% Allocation		80.00%	20.00%	100.00%

**PALM BEACH COUNTY BOCC
HEAD START AND CHILDREN SERVICES
EARLY HEAD START - (1457)
2013 REFUNDING APPLICATION
PA-4125**

Object	Budget Categories	Object Description	Total 2013 Budget	Federal Share	County	CSC	Total Shared	County O/M	Total 2013 Budget
1201	Personnel	Salaries & Wages - Regular	1,418,203	963,094	187,035	53,739	240,774	214,335	1,418,203
1301	Personnel	Sal & Wages - Non FRS Emple	1	1	0	0	0	0	1
1401	Personnel	Salaries & Wages - Overtime	1	1	0	0	0	0	1
1501	Personnel	Wages - Special No FRS Contr	1	1	0	0	0	0	1
1504	Personnel	Wages - Union Sick - No FRS C	1	1	0	0	0	0	1
	Personnel Total		1,418,207	963,098	187,035	53,739	240,774	214,335	1,418,207
2101	Fringe Benefits	Fica-Taxes	88,817	60,315	11,714	3,365	15,079	13,423	88,817
2105	Fringe Benefits	Fica Medicare	20,772	14,106	2,740	787	3,527	3,139	20,772
2201	Fringe Benefits	Retirement Contributions-Frs	79,649	54,089	10,504	3,018	13,522	12,038	79,649
2301	Fringe Benefits	Insurance-Life & Health	498,972	338,849	65,799	18,913	84,712	75,411	498,972
2401	Fringe Benefits	Workers Compensation	15,106	10,258	1,993	572	2,565	2,283	15,106
2501	Fringe Benefits	Unemployment Compensation	9,869	6,702	1,302	374	1,676	1,491	9,869
	Fringe Benefits Total		713,185	484,319	94,052	27,029	121,081	107,785	713,185
4001	Travel	Travel & Per Diem	12,335	8,377	1,627	467	2,094	1,864	12,335
4941	Travel	Registration Fees	5,500	3,735	726	208	934	831	5,500
	Travel Total		17,835	12,112	2,353	675	3,028	2,695	17,835
6401	Equipment	Machinery & Equipment	10,000	6,791	1,319	379	1,698	1,511	10,000
6405	Equipment	Data Processing Equipment	10,000	6,791	1,319	379	1,698	1,511	10,000
	Equipment Total		20,000	13,582	2,638	758	3,396	3,022	20,000
5101	Supplies	Office Supplies	35,041	10,186	1,979	568	2,547	22,308	35,041
5111	Supplies	Office Furniture And Equipment	5,000	3,395	660	189	849	756	5,000
5121	Supplies	Data Proccsng Sftwre/Accessres	15,000	10,186	1,979	568	2,547	2,267	15,000
5201	Supplies	Materials/Supplies Operating	35,000	23,768	4,616	1,326	5,942	5,290	35,000
5231	Supplies	Medical-Surgicl Supplies	5,000	3,395	660	189	849	756	5,000
5242	Supplies	Food Prep & Serving Supplies	1,500	1,019	198	57	255	226	1,500
5243	Supplies	Personal Care Items	1,200	815	159	45	204	181	1,200
5244	Supplies	Food & Dietary	2,500	1,698	330	95	425	377	2,500
5401	Supplies	Books Publicatns & Subscriptns	5,000	3,395	660	189	849	756	5,000
5402	Supplies	Educational Training Materials	80,550	54,701	10,623	3,052	13,675	12,174	80,550
5412	Supplies	Dues & Memberships	1,400	951	185	53	238	211	1,400
	Supplies Total		187,191	113,509	22,049	6,331	28,380	45,302	187,191
3103	Contractual	Medical/Health Care Services	72,519	49,247	9,564	2,748	12,312	10,960	72,519
3118	Contractual	Dental Services	5,000	3,395	660	189	849	756	5,000
3401	Contractual	Other Contractual Services	1,330,806	903,743	175,509	50,427	225,936	201,127	1,330,806
3403	Contractual	Custodial Or Janitorial Srvces	35,000	23,768	4,616	1,326	5,942	5,290	35,000
3404	Contractual	Temp Serv/Contracted Salaries	2,500	1,698	330	95	425	377	2,500
3416	Contractual	Data Processing-Outside	400	272	53	15	68	60	400
3421	Contractual	Contractual Service-Training	51,081	34,689	6,736	1,936	8,672	7,720	51,081
3422	Contractual	Contractual Services-Recreation	5,000	3,395	660	189	849	756	5,000
	Contractual Total		1,502,306	1,020,207	198,128	56,925	255,053	227,046	1,502,306
4007	Other	Travel-Mileage	9,560	6,492	1,261	362	1,623	1,445	9,560
4101	Other	Communication Services	2,250	1,528	297	85	382	340	2,250
4103	Other	Comm/Suncom-Toll	1	1	0	0	0	0	1
4104	Other	Comm/Commercial-Toll	500	340	66	19	85	75	500
4205	Other	Postage	145	98	20	5	25	22	145
4301	Other	Utilities/Electric	17,500	11,884	2,308	663	2,971	2,645	17,500
4304	Other	Utilities/Water	14,750	10,017	1,945	559	2,504	2,229	14,750
4308	Other	Utilities/Gas	1,089	740	144	41	185	164	1,089
4310	Other	Utilities/Waste Disposal	5,000	3,395	660	189	849	756	5,000
4401	Other	Rent	1	1	0	0	0	0	1
4406	Other	Rent-Office Equipment	2,500	1,698	330	95	425	377	2,500
4410	Other	Rent-Building	42,750	29,031	5,638	1,620	7,258	6,461	42,750
4412	Other	Rent-Storage/Warehouse Space	1,500	1,019	198	57	255	226	1,500
4420	Other	Rent-Motor Pool Vehicles	20,472	13,902	2,700	776	3,476	3,094	20,472

**PALM BEACH COUNTY BOCC
HEAD START AND CHILDREN SERVICES
EARLY HEAD START - (1457)
2013 REFUNDING APPLICATION
PA-4125**

Object	Budget Categories	Object Description	Total 2013 Budget	Federal Share	County	CSC	Total Shared	County O/M	Total 2013 Budget
4501	Other	Ins & Surety Bonds Outside	310	211	41	12	53	46	310
4502	Other	Casualty Self Ins Premiums	27,250	18,505	3,593	1,033	4,626	4,119	27,250
4601	Other	Repair & Maintenance	25,000	16,977	3,297	947	4,244	3,779	25,000
4603	Other	Rep/Maint-Parts & Supplies	3,500	2,377	461	133	594	529	3,500
4605	Other	Maintenance-Grounds	10,000	6,791	1,319	379	1,698	1,511	10,000
4607	Other	Repair/Maint-Outside Service	7,800	5,297	1,028	296	1,324	1,179	7,800
4610	Other	Repair/Maint-Buildings	25,000	16,977	3,297	947	4,244	3,779	25,000
4615	Other	Rep/Maint-Water/Sewer Systems	1	1	0	0	0	0	1
4620	Other	Rep/Maint-Equipment	9,800	6,655	1,293	371	1,664	1,481	9,800
4625	Other	Rep/Maint-Motor Pool Vehicles	2,993	2,033	395	113	508	452	2,993
4701	Other	Printing & Binding-Outside	1,000	679	132	38	170	151	1,000
4703	Other	Graphics Charges	5,000	3,395	660	189	849	756	5,000
4801	Other	Promotl Activities (Ord 86-19)	6,500	4,414	858	246	1,104	982	6,500
4901	Other	Oth Currnt Chrges & Obligions	21,000	14,261	2,769	796	3,565	3,174	21,000
4909	Other	Licenses & Permits	1,475	1,002	195	56	251	222	1,475
4932	Other	Parent Activity	2,500	1,698	330	95	425	377	2,500
4942	Other	Tuition-Reimbursement	8,000	5,433	1,055	303	1,358	1,209	8,000
5112	Other	Telephone Equipment/Install	250	170	34	9	43	37	250
5215	Other	Gasoline	9,000	6,112	1,187	341	1,528	1,360	9,000
5220	Other	Purchased Water	1,000	679	132	38	170	151	1,000
	Other Total		285,397	193,813	37,643	10,813	48,456	43,128	285,397
4979	Indirect Cost	Indirect Costs-Bcc	30,166	20,486	3,971	1,143	5,114	4,566	30,166
	Indirect Cost Total		30,166	20,486	3,971	1,143	5,114	4,566	30,166
	Grand Total		4,174,287	2,821,126	547,869	157,413	705,282	647,879	4,174,287
		% Allocation		67.58%	13.12%	3.77%	16.90%	15.52%	100.00%

PALM BEACH COUNTY BOCC
HEAD START AND CHILDREN SERVICES
EARLY HEAD START TECHNICAL AND TRAINING ASSISTANCE - (1458)
2013 REFUNDING APPLICATION
PA-1126

Object	GABI	Object Description	Total 2013 Budget	Federal Share	County	Total 2013 Budget
4001	Travel	Travel & Per Diem	8,124	6,499	1,625	8,124
4941	Travel	Registration Fees	5,401	4,321	1,080	5,401
	Travel Total		13,525	10,820	2,705	13,525
5101	Supplies	Office Supplies	0	0	0	0
5201	Supplies	Materials/Supplies Operating	5,000	4,000	1,000	5,000
5401	Supplies	Books Publicatns & Subscrptns	0	0	0	0
5402	Supplies	Educational Training Materials	10,000	8,000	2,000	10,000
	Supplies Total		15,000	12,000	3,000	15,000
3401	Contractual	Other Contractual Services	0	0	0	0
3421	Contractual	Contractual Service-Training	54,635	43,708	10,927	54,635
	Contractual Total		54,635	43,708	10,927	54,635
4801	Other	Promotl Activities (Ord 86-19)	5,000	4,000	1,000	5,000
	Other Total		5,000	4,000	1,000	5,000
	Grand Total		88,160	70,528	17,632	88,160
		% Allocation	100.00%	80.00%	20.00%	100.00%

**Head Start and Children Services
Child Care Food Program - (1449)
2013 Budget Summary**

<u>Budget Category</u>	<u>Total</u>
Personnel	78,197
Fringe Benefits	45,145
Travel	1,500
Equipment	-
Supplies	26,726
Contractual	911,751
Other	6,404
Indirect Cost	89,564
Total	1,159,287

**Head Start and Children Services
Voluntary Pre-Kindergarten - (1459)
2013 Budget Summary**

<u>Budget Category</u>	<u>Total</u>
Personnel	190,363
Fringe Benefits	98,312
Travel	1,060
Equipment	33,002
Supplies	101,520
Contractual	126,300
Other	1,057,811
Indirect Cost	28,350
Total	1,636,718

**Head Start and Children Services
2013 Child Care Food Program
Cost Allocation by Head Start Program**

		<u>Head Start</u>	<u>Early Head Start</u>	<u>Total HS Children Covered by CCFP</u>
Total CCFP 2013 Budget:	1,159,287	935	65	1,000
% Allocation by Program		93.50%	6.50%	100.00%
State Funded	911,000	851,785	59,215	911,000
County Funded	248,287	232,148	16,139	248,287
		<u>1,159,287</u>	<u>1,083,933</u>	<u>1,159,287</u>
Total CCFP 2013 Budget Allocation		<u>1,159,287</u>	<u>1,083,933</u>	<u>1,159,287</u>

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCES**

**SF 424B
ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- 1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.*
- 2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.*
- 3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.*
- 4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.*
- 5. Will comply with the intergovernmental Personnel Act of 1970 (42 U.S.C. 4278-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).*
- 6. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the bases of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to non-discrimination on the bases of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of the alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other non-discrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the application.*
- 7. Will comply, or has already complies, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and*

equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. *Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.*

9. *Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction subagreements.*

10. *Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.*

11. *Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205)*

12. *Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.*

13. *Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).*

14. *Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.*

15. *Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.*

16. *Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead based paint in the construction or rehabilitation of residence structures.*

17. *Will cause to be performed the required financial and compliance audits in accordance with the single Audit Act of 1984.*

18. *Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.*

DRUG-FREE WORKPLACE REQUIREMENTS GRANTEES OTHER THAN INDIVIDUALS

By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

This certification is required by regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR, Part 76, Subpart F. The regulations published in the January 31, 1989 Federal Register, require certification by grantees that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when HHS determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment.

Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

Workplace identifications must include the actual address of buildings (or parts of building) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g. all vehicles of a mass transit authority of State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

If the workplace identified to HHS changes during the performance of the grant, the grantee shall inform the agency of the change(s), if previously identified the workplaces in question (see above).

Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 USC 812) and as further defined by regulations (21 CFR, 1308.11 through 1308.15). "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes; "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing use, or possession of any controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact of involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

The grantee certifies that it will provide a drug-free workplace by:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- b) Establishing a drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;

- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- d) Notifying the employee in the statement required by paragraph (a) that as a condition of employment under the grant, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- e) Notifying the agency in writing within ten days after receiving notice under subparagraph (d)(2), from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- f) Taking one of the following actions within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) through (f).

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal program either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds in medicare or medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing this certification, the offeror/contractor (for acquisitions) or applicant/grantee (for grants) certifies that the submitting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The submitting organization agrees that it will require that the language of this certification be included in any subawards which subrecipients shall certify accordingly.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS

By signing and submitting this proposal, the applicant, defined as the primary participant in accordance with 45 CFR Part 76 certifies to the best of his or her knowledge and believe that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any Federal Department or agency;
- (b) have not within a 3-year period preceding this proposal been convicted or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
- (c) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- (d) have not within a 3-year period preceding this application/proposal had one or more public transaction (Federal, State or local) terminated for cause or default.

The inability of a person to provide the certification required above will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The Department of Health and Human Services' (HHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

The prospective primary participant agrees that by submitting this proposal, it will include the clause entitled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided below without modification in all lower tier covered transactions.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS (TO BE SUPPLIED TO LOWER TIER PARTICIPANTS)

By signing and submitting this lower tier proposal, the prospective lower tier participant, as defined in 45 CFR, Part 76, certifies to the best of its knowledge and belief that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (b) where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal.

The prospective lower tier participant further agrees by submitting this proposal that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

**CERTIFICATION REGARDING LOBBYING
FOR CONTRACTS, GRANTS, LOANS
AND COOPERATIVE AGREEMENTS**

The undersigned certifies to the best of his or her knowledge and belief, that:

- (1) No Federal appropriate funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of an agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby agree to the above certifications and assurances.


for Signature of Certifying Official
Shelley Vana,

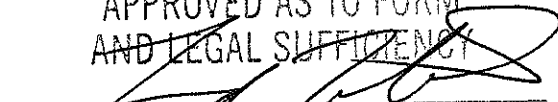
Date

Title **Chair**

Applicant Organization

Palm Beach County Board of County Commissioners

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY



COUNTY ATTORNEY

Palm Beach County Florida Head Start

2013 Head Start & Head Start T & TA

Budget Narrative – (Federal & Non-Federal Share - NFS)

Funding will be used 1) to serve two thousand twenty-five (2,025) three and four year old by providing comprehensive child development services to Head Start eligible children and families, 2) promote School Readiness of enrolled children by enhancing their social, cognitive, physical and emotional development through provision of educational, health, nutritional, social and other services to children and families and 3) engage parents in their children's learning and help them in making progress toward their educational, literacy and employment goals.

Personnel – \$7,327,808 - (Federal - \$5,862,247 / NFS - \$1,465,561) Resources required by Head Start administrative and program personnel to manage the operation. Head Start Administrative personnel will be involved in providing on-going assistance to the child care contractual providers to ensure compliance with Federal regulations and Performance Standards.

Fringes – \$3,519,639 –(Federal - \$2,815,712 / NFS - \$703,927) Fringe Benefits related to resources required by Head Start administrative and program personnel to manage the operation. Head Start Administrative personnel will be involved in providing on-going assistance to the child care contractual providers to ensure compliance with Federal regulations and Performance Standards.

Travel - \$435 – (Federal - \$348 / NFS - \$87) Registration, hotel, airfare, per diem and other cost related to trips to meetings, conferences, seminars, etc. with the purpose to enrich the Head Start program through professional development.

Equipment - \$8,662 – (Federal - \$6,930 / NFS - \$1,732) Office furniture requested by centers to replace worn furniture

Supplies - \$26,434 – (Federal - \$21,148 / NFS - \$5,286) Annual cost for books, educational materials, office supplies, operating materials and supplies.

Contractual – \$ 5,775,702 – (Federal - \$4,620,563 / NFS - \$1,155,139) Cost of services provided by Head Start delegates and contracted child care providers. Also include nurse and mental health consultant and marriage and family consultation along with ISS professional support service.

T&TA – \$197,721 – (Federal - \$158,177 / NFS - \$39,544) – Training needed for in-house staff development and for contracted Child Care Providers. Pre-service conference is part of that development. Goal is to continue to improve the quality and standards that are expected in the Head Start program. Annual conferences held by the National Head Start Association and the Federal Region IV office, provide the latest information on performance standards.

Other – \$966,071 – (Federal - \$772,857 / NFS - \$193,214) Cost to cover expenses such as local mileage, communication services, utilities, telephones, insurance, motor pool rental, graphics, promotional activities, data processing software, purchased drinking water, etc.

Indirect Cost – \$183,076 – (Federal - \$183,076 / NFS - \$45,774) Shared costs incurred by the program that are not readily identifiable with a particular program cost but are necessary to the overall operation of the organization and the performance of its programs.

Palm Beach County Florida Head Start

2013 Early Head Start and Early Head Start T & TA

Budget Narrative – (Federal & Non-Federal Share - NFS)

Funding will be used 1) to serve two hundred seventy-one (271) infants, toddlers and pregnant women by providing comprehensive child development services to Head Start eligible children and families, 2) promote School Readiness of enrolled children by enhancing their social, cognitive, physical and emotional development through provision of educational, health, nutritional, social and other services to children and families and 3) engage parents in their children's learning and help them in making progress toward their educational, literacy and employment goals.

Personnel – \$1,203,872 – (Federal - \$963,098 / NFS - \$240,774) Resources required by Early Head Start administrative and program personnel to manage and provide services to the operation. Early Head Start personnel will be involved in providing on-going assistance to the child care contractual providers to ensure compliance with Federal regulations and Head Start Performance Standards

Fringes – \$605,400 – (Federal - \$484,319 / NFS - \$121,081) Fringe Benefits related to resources required by Early Head Start administrative and program personnel to manage and provide services to the operation. Early Head Start personnel will be involved in providing on-going assistance to the child care contractual providers to ensure compliance with Federal regulations and Head Start Performance Standards

Travel - \$15,140 – (Federal - \$12,112 / NFS - \$3,028) Registration, hotel, airfare, per diem and other cost related to trips to meetings, conferences, seminars, etc. with the purpose to enrich the Head Start program through professional development.

Equipment – \$16,978 (Federal – \$13,582 / NFS - \$3,396) Additional computers for classrooms that will allow more children access to their use.

Supplies – \$141,889 – (Federal - \$113,509 / NFS - \$28,380) Annual cost for books, educational materials, office supplies, operating materials and supplies including diapers for the program.

Contractual – \$1,275,260 – (Federal - \$1,020,207 / NFS - \$255,053) Cost of services provided by contracted child care providers, nurse and mental health services, marriage consultation and dental and health services.

T&TA – \$88,160 – (Federal - \$70,528 / NFS - \$17,632) Training needed for in-house staff, policy council, and contracted Child Care Providers development. Pre-service conference is part of that development. Goal is to continue to improve the quality and standards that are expected in the Early Head Start program. Annual conferences held by the National Head Start Association and the Federal Region IV offices provide the latest information on performance standards and head start operations. Other conferences and workshops provide additional training and development in specialized areas.

Other – \$242,269 – (Federal - \$193,813 / NFS - \$48,456) Cost to cover expenses such as local mileage, communication services, utilities, telephones, insurance, motor pool rental, graphics, promotional activities, data processing software, purchased drinking water, etc.

Indirect Cost – \$25,600 – (Federal - \$20,486 / NFS - \$5,114) Shared costs incurred by the program that are not readily identifiable with a particular program cost but are necessary to the overall operation of the organization and the performance of its programs.

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

Palm Beach County Head Start & Early Head Start

Refunding Application for FY13

July 1, 2012

Executive Statement

The Palm Beach County Board of County Commissioners submits this application in accordance with ACYF-IM-HS-00-12 for the refunding of Head Start and Early Head Start programs. The last three years have been quite challenging. We assert that with the knowledge, perspective and objectivity of our current leadership, we are positioned to meet our challenges well. Acknowledging all stakeholders, actions and elements providing the basis for this application were quite inclusive. In conjunction with staff and community partners, Policy Council and other parent representation served on the Self Assessment team and on the committee to write the Program Improvement and T/TA plans. Likewise the inclusivity continues with the establishment of our School Readiness Leadership Team and activities to actualize the Parent, Family and Community Engagement Framework to ensure its relativity and impact in Palm Beach County. Efforts are being made to review and revise our administrative/management systems along with our service area plans in order to assure the greatest efficiency and effectiveness. Most important will be our use of data to drive decision-making resulting in improved practice/performance.

Objectives, Need for Assistance and Geographic Area

The University of Florida Bureau of Economic and Business Research lists Palm Beach County as the third most populous county in Florida and projects one of the highest rates of growth in the state through 2020. About 55 percent of County residents live in one of 38 municipalities, the largest in terms of population are:

1. West Palm Beach-WPB

- a) the largest city in central Palm Beach County
- b) 54% White; 36% African-American; 1.46% Asian; 8% other races
- c) Latino of any race is 18.21% of the population.
- d) 65th highest percentage of Cuban residents nationally
- e) 43rd highest percentage of Haitian residents nationally;
- f) 56th highest percentage of Guatemalan residents nationally;

- g) Three most spoken first languages: English, Spanish, French Creole
- h) Includes Zip Codes: 33401/405/407/409/413/415/417

2. *Riviera Beach-RB*

- a) Located in the northern part of Palm Beach
- b) 26% White; 68% African-American; 5.26% other races
- c) Latino of any race is 5% of the population
- d) 59th highest percentage of Haitian residents nationally;
- e) Three most spoken first languages: English, Spanish, French Creole
- f) Zip Code: 33404

3. *Lake Worth-LW*

- a) Located centrally in the County
- b) 65% White; 19% African-American; 1% Native American; 14% other races
- c) Latino of any race is 30% of the population
- d) 26th highest percentage of Guatemalan residents nationally;
- e) 21st highest percentage of Haitian residents nationally;
- f) 21st highest percentage of Hondurans nationally;
- g) 83rd highest percentage of Cuban residents nationally;
- h) Primary languages are English, Spanish, French Creole;
- i) Lesser languages are Mayan, Finnish French, and German
- j) Zip Codes: 33460/461/462/463

4. *Boynton Beach-BB*

- a) Located in the southern region of the County;
- b) 70% White; 23% African-American; 1.5% Asian; 5% other races;
- c) Latino of any race is 9.21% of the population;
- d) 28th highest percentage of Haitian residents nationally;
- e) Primary languages: English, Spanish and French Creole;
- f) Zip Codes: 33426/435

5. *Delray Beach-DB*

- a) Located in the southern region of the County
- b) 66% White; 27%African-American; 1.08%Asian; 6% other races;
- c) Latino of any race represented 7% of the population;

- d) 16th highest percentage of Haitian residents nationally
- e) Primary languages: English, French Creole and Spanish
- f) Zip Codes: 33444

According to the Urban Land Institute, by 2030 Latinos and the black population—which includes Haitians, Jamaicans, Bahamians and others from the Caribbean as well as African-Americans—are projected to make up well over 64% of South Florida's population. Statistical data reviewed conflict when reporting the fastest growing population in the county i.e. some sources report Mexicans are the fastest growing while others report Haitians are the fastest growing segment of the population. Palm Beach County has a more racially diverse and ethnically diverse *child* population than its entire population. In comparison to the total population, the percentage of black children was larger (24.7% birth – age 17 vs. 15.8% total population) and an even higher percentage among Hispanic children than the total population (22.8% birth – age 17 vs. 16.7% total population). The population of children ages 0-4 represents 28% of total child population of which 43% represents the Black, Latino and other race /ethnicities. The population of children in the County age 0-4 increased by 18% and projections indicate that by 2015 the County will have an increase in children of 9%.

Recent economic challenges resulted in an increase in the number of homeless school-age children which soared from 30,878 in the 2006-2007 school year to 56, 680 in 2010-2011. For *all ages of children* (school-age and younger), that figure was 83,957 in school year 2010-2011, up from 49,886 in 2006-2007.

Poverty

Children ages 5 and up are served educationally publically by the Palm Beach County School District. Children ages 0-4, whose families incomes are <100% - <130% of the federal poverty index, whose parent (s) may be a teen, in foster care, or homeless are served by Early/Head Start. The data reflects the following for the county:

PB County	Total	Total in Poverty	Percent in Poverty
Birth to 4 years	76,527	15,1841	20%

(While 33% of the populations living in poverty are children, 20% are under age 5)

Black and Latino children make up more than 81% of all children on TANF (Temporary Assistance to Needy Families) and the breakdown is as follows:

- ✓ 65% Black to include persons from the Caribbean
- ✓ 17.2% Latino
- ✓ 15.8% White, non-Latino

In addition to the Palm Beach County Head Start and Early Head Start Programs, 32 programs are listed to provide services to Head Start eligible children and their families in the area pregnancy planning, early intervention, school readiness and child care services. There are a total of 1, 480 childcare facilities with a capacity to serve a total of 43, 418 children, of which 7,011 infants. Considering the number of children 0-4, there are nearly 32,000 children potentially not receiving services.

Currently Palm Beach County serves children through a provider network representing the County's diversity. There are centers located in the more populous areas where statistical data reflect the needs. Conversely, children are also served in more affluent areas where pockets of poverty are skewed statistically, yet quite real, such as in Boca Raton and Jupiter. Partnerships are established with three agencies whom are delegates; and contractual partners to include child care centers; and a Family Child Care Model (14 providers) contracted via Family Central. Significant partners providing advocacy, resources, research and opportunities to engage in best practice are Family Central, the Early Learning Coalition of Palm Beach County and The Children's Services Council of Palm Beach County which are the pillars of the County's early care and education community:

1. The Early Learning Coalition's mission is to manage, improve and evaluate an integrated seamless service delivery system for all publicly funded early care and education programs serving children from birth to five year of age to include those enrolled in Florida's Voluntary Pre-Kindergarten Programs. The Coalition has a 21 member board of directors consisting of representatives from all sectors of the community to include the corporate, public health, school district, Palm Beach State College, Palm Beach Head Start, and private child care providers.
2. The Children's Services Council of Palm Beach County (CSC) is a special tax district whereby the citizens of Palm Beach County have elected to dedicate a portion of their tax dollars specifically to benefit the county's children and families. Acknowledging that prevention is far more cost effective and productive than 'a cure' CSC allocates the majority of its resources on children prenatal through age 5.
3. Family Central, Inc., a non-profit is the administrative arm of subsidized child care in the County. It is the Resource and Referral agency of the County; the monitoring vehicle for Voluntary Pre-Kindergarten; and the conduit provider for a host of child development services to include parent support and education.

Consequently, Palm Beach County Head Start and Early Head Start program are increasingly a part of the greater early care and education community. The ultimate goal for the collective and collaborative work is to provide an exceptional business community model that accomplishes:

1. Maximum impact for the human and financial capital used through a model of shared/collaborating resources;
2. All children are born in the healthiest of parameters possible for their circumstance;
3. All children are provided the interventions when necessary to optimize their being;
4. All children are ready for school; families are ready to support their children's learning and schools are ready for children;
5. A learning community focused on continuous improvement in the field to ensure that no child falls between the cracks regardless of income, race, ethnicity or national status.

6. An ambitious perspective: Cracks do not exist

The County's current number of children with diagnosed disabilities four years and younger, by Municipality City, is reflected in the following chart:

City	# with Disabilities
Riviera Beach	32
West Palm Beach	260
Green Acres	52
Boynton Beach	2
Hypoluxo	3
Lantana	31
Lake Worth	55
Total	435

The three most common disabilities identified for children ages 3-5 are developmental delays, speech or language impairments, and autism. The program maintains an interagency agreement with the School District of Palm Beach County (LEA) for the identification and intervention service provision for children needing such.

Although economic adversity is evidenced throughout the county the shaded columns (pink) on the following chart indicate the areas by municipality (abbreviated by initials) and zip code (the last three digits) with the *greatest* need according to multiple indicators reflecting some of the education, health, nutrition and social service needs of Head Start eligible children. (Note city/color key at bottom).

Palm Beach County Head Start and Early Head Start FY013 Refunding Application

	WPB 401	WPB 405	WPB 407	WPB 409	WPB 413	WPB 415	WPB 417	RPB 412		LW 460	LW 461	LW 462	LW 463							
Most Children on FRL by Residence																				
Highest % of students on FRL by school zip																				
25% or more in poverty																				
Most children on a child care waitlist																				
Highest % of low birth weight babies																				
Highest % of Women with inadequate prenatal care																				
Highest number of child maltreatment calls																				
Children scoring high risk on school readiness tests																				
Children not on grade level FCAT 3 rd gr. Read/Math																				

RIVER BEACH	ROYAL PALM BEACH	LAKE WORTH		PAHOKEE
WEST PALM BEACH		BOYNTON BEACH		

Via survey, families and key stakeholders in the community have defined prominent needs as the following:

- Quality child care (before and after)
- Increased educational opportunities for high school diplomas or higher education.
- Dual language programs to assist and support immigrant families as 57% of respondents were foreign born.
- A large majority of the respondents indicated asthma as a significant medical condition; and HIV/AIDS is also reported as a health problem.
- Targeted services to support families attain or regain employment as 33% of respondents are unemployed; and of those employed 392 of 642 earn less than \$20,000 annually.
- Affordable housing; and homelessness is cited as a major community issue. [Many families live in a communal manner]

In addition to the 32 child development and child care programs serving eligible Head Start children and families, there are 64 programs that the Palm Beach County Head Start either partners with or are available in the community to address the needs of Head Start eligible children and their families. The program is housed within the County's Department of Community Services which affords interagency collaboration since services are being provided, in many cases, to essentially the same families or extensions thereof. There are many other organizations offering an array of services to head Start eligible children and families such as:

- Effective parenting;
- Family literacy;
- Health awareness;
- Homeownership opportunities;
- Nutritional education
- Education and drop-out prevention services,
- English for Speakers of Other Languages;
- Mental Health Counseling
- Emergency food and shelter

And for the families that savor a higher degree of independence, the County publishes a directory: "*Guide to Services*" that is made available at no cost the public. The Guide is

comprehensive and maintained annually. Informational updates are accessed via telephone or the web.

The findings of the Community Assessment helped to:

- Determine that philosophically by educating two generations simultaneously, with a primary (short-range) focus on engaging parents in the educational process of the enrolled children, communities can influence and accomplish change in the trajectory of their educational and economic futures (long-range).
 - The primary focus for the children is to ensure that they are 'ready for kindergarten' and longitudinal data will reflect their capacity to master applicable academic skills/competencies at the third grade.
 - The primary focus for the families (parents) is to ensure that they are engaged in the process to support and promote their child's learning.
- Services provided need to address the multi-tiered diversity present in the county within the families of eligible children—expressly the need for family literacy; educational attainment; financial literacy; dual language learning; and child care services.
- Determine that although the service area is the entire county, the primary recruitment areas need to reflect the zip code areas identified as having the greatest need; and delegate and partners work with grantee staff in not only recruiting, but mass comprehensive screenings for families and certifying eligibility, thereby assuring that the county's oversight is in place. In addition that centers are located within proximity to the areas of greatest need.

Program Approach and Results or Benefits Expected

Throughout the county, acknowledgement of the need for childcare services is noted in that all Head Start centers provide such services before and after the Head Start day. Working collaboratively to engage the collective intelligence and competence within its network of providers, and directly operated centers, the program will focus on improving child outcomes via the implementation of both the Program Improvement Plan resulting from the Self-Assessment (see attachment); and the School Readiness Plan which aligns goals with the Head Start Child Development and Early Learning Framework, State early learning guidelines and the

requirements and expectations of the schools. The ECE T/TA specialist conducted training on the School Readiness Leadership Team and the necessary steps to implement an applicable plan of action in our County on June 12 and 13, 2012; our planning committee met on June 15 to determine the membership of the SRLT and the first meeting was held on June 20, 2012. Future meetings will be held every 2nd and 4th Friday starting at 9am.

Educationally, services to infants and young children will be provided through center and home-based options (delegates and contracted partners included); and a network of contracted family child care providers. The research-based curriculum 'Creative Curriculum' is implemented.

Although apt to change within the next year, the child assessment system Palm Beach County Head Start/Early Head Start currently utilizes is Galileo which is an on-line assessment and reporting system from Assessment Technology Incorporated. This program software was developed by Early Childhood Educator, Dr. Jason Fields. Galileo links assessment, planning, individualization and program progress. The Galileo Assessment System includes extensive reporting capabilities including data aggregation at child, class, center, agency, and multi-agency levels. Galileo establishes initial developmental profiles that help teachers record and monitor learning throughout the year. Galileo is designed to support the Head Start Child Development and Learning Framework in a collaborative effort to promote positive child outcomes. It is also intended to help establish school readiness goals for children, monitor children' progress, and align curricula and conduct program planning in ways that promote all aspects of child development and early learning. A variety of reports are generated that provide valuable information about each child's progress at varying levels of aggregation that help open dialogues between teachers and families; use in parent- teacher conferences and articulate progress children have made. Within the first 30 days of a child's enrollment, Baseline, an initial developmental profile, is established for each child in all child outcome domains (infancy through age five) that helps teachers record and monitor learning throughout the year. Parents are given the opportunity to view their child's progress and provide input on their child's individual development plan with their teacher. During the program year, the Individual Child Development Plan is updated three times and Parent-Teacher conferences are conducted in an effort to share and communicate goal-setting for each child. Galileo generates individualized reports that inform parents what their child has learned as well as their child's readiness to learn

new capabilities in a given developmental area. Teachers utilize information generated by several reports such as the Individual Development Summary, Individual Knowledge Area Proficiency Profile, Individual Progress Report, and Individual Observation Records to assist in individualized planning and instruction; as well as assist management staff in determining the kind of training or technical assistance needed by teaching staff.

The key findings from aggregating the child assessment data have indicated significant gains and yielded areas of improvement in Early Math, Language/ Literacy. Currently, Palm Beach County Head Start/Early Head Start is partnered with a nearby university on a research project to determine the factors that impact children's development. As a result of the aggregated data, it was determined that there was a need to implement one additional hour per day to focus on language/literacy and math skills with individual children and to identify teachers who would benefit from additional training. The teachers follow a schedule of recording children's outcomes that impact their level of development, interests, needs, strengths, and pace of learning.

Galileo utilizes the **Instructional Intervention Cycle** and provides teachers with **reliable and valid data** on which to base individual instruction and learning decisions. The cycle begins with goal setting and planning; (which is completed by teachers and parents) and is followed by implementation, then evaluation (data gathering and analysis); the results of evaluation inform decisions guiding the next goal setting and planning stages. For example, the teachers observe the children and record the data in Galileo monthly in eight of the eleven domain areas and quarterly in the remaining domain areas: Creative Arts, Science and Physical Health/Development. We concluded that the recent emphasis on School Readiness has weakened the Creative Arts area. Additional resources that are used by VPK classrooms in the School District revealed that the children performed higher overall in all outcome areas thus prompting us to purchase VPK assessment materials and thoroughly train our teachers to utilize them effectively.

School Readiness goals are shared with parents formally three times per program year during parent-teacher conferences; twice a year during home visitations; individually while preparing their child's individual development plan; during planned monthly parent meetings; policy council meetings. Written reports with aggregated data on child outcomes are recorded tri-annually and shared with parents. In addition, a comprehensive annual report on child outcomes

is provided to the Children's Services Council (the County entity which facilitates the integration of a county-wide system for early care and education) and parents.

Health Services are facilitated through a network of service providers that the program either contracts or partners with in the event a family needs assistance in determining a medical home. Staff are assigned by center/delegate/partner to monitor the health and well-being of child via records reviews, staff interviews and parent conversations as needed. *Childhood obesity* is prevalent and staff work with families/children demonstrating such through the implementation of a weight management plan that includes training on dietary needs, individual nutritional plans that are monitored accordingly. Efforts include partnerships with a contracted registered dietician and the publicly funded WIC program. Dental services are facilitated for those children whose families need assistance with such services in partnership with the Palm Beach State College dental hygienist program and the Department of Health's mobile dental unit. These partners also assist annually through the *mass screening event* that occurs during the month of July whereby new enrollees are screened (*all developmental screenings*) prior to the start of the new school year which affords a greater amount of time for any interventions that may be necessary. There is a contract with the Department of Health for medical/dental emergency services for pregnant women and uninsured children. Response to dental emergencies is provided to *all* children by the Department of Health. Regarding children 0-3, who are suspected or have a diagnosed disability services are provided through the Part C provider, Early Steps of Palm Beach County; and for the 3-4 year olds the Palm Beach County School District is the service provider. Mental Health services are provided by an internal licensed coordinator who addresses referred children, families and staff. Contracted partnering sites (Early/Head Start) are supported by a contracted vendor licensed in mental health services. There are two behavioral specialists on staff that assist teachers and parents in an effort to intervene prior to an established case. The Child Care Food Program is implemented via a catered contract; and internal staff monitor the contract's provisions.

The Family and Community Partnerships Service Area in the PBC HS/EHS program have always played an intricate role with engaging our parents & families. There is a network of Family Service Specialists assigned to all centers and to contracted partners. Through the

PFCE Framework plan, the bar for parental engagement will be raised. Currently, the Family Partnership Agreement is a key element in establishing ongoing relationships with parents to support their efforts in goal attainment relying on their strengths. Identified needs (*from the Community Assessment*) for the preservation of parental dignity such as employability efforts to include additional education/training; affordable housing; and acculturation experiences are met via the efforts of the Family Service Specialists. Additionally, the program is housed within the Department of Community Services which aptly aligns and coordinates with the program in meeting the needs as expressed by families. Implementation of *the* PFCE Framework in conjunction with the School Readiness Plan the outcomes for children and families of the program will certainly elevate the aspect of family's educational acculturation and attainment for the children enrolled.

The culture of organizational operations will reflect effective design and management based on the principles of theories Y and Z management styles; and to include all appropriate management systems required for optimal operations:

- The system of Shared Governance is being enhanced to afford more comprehensive training for the complement of parents serving on the Policy Council and to support in a more credible manner communication with key management staff and the Board.
- A comprehensive system for planning to effectively operate proactively thereby, affording quick and sufficient resolution to the incidental occurrences that can at times seem prevalent in human services;
- A system of communication that ensures that all stakeholders are well-informed (in accordance with the established standards) thereby providing a culture that fosters trust and compels high expectations;
- An administrative system that regards with all confidentiality the human resources matters relative to program operations. This system must complement that of the county and ensure that all applicable local and federal requirements are met;
- An adequate fiscal system complete with internal controls to assure asset acquisition and management;

- A comprehensive system for on-going monitoring which was identified as area providing the greatest opportunity for us to improve. Such was the tenor of the letter from the Office of Head Start signed on March 6, 2012. The Department Director responded with a plan of action and timeframe for implementation; and the federal response has yet to be received at the time of this writing.
- The program will continue to use ChildPlus as a significant record-keeping and reporting tool. There have been tremendous strides taken within the last year to ensure that all staff are trained and are using the software. The goal is to become a program that uses data to inform and improve our performance.

The benefits expected from the improvements noted in the Program Improvement Plan; T/TA Plan along with the implementation of the School Readiness Plan are that children will be ready for school, parents will be engaged to support children's learning and schools will be ready for children. Most importantly, program data will demonstrate outcomes that reflect excellence in practice; and monitoring reports will evidence an organizational operation functioning systemically to maintain compliance in all areas.

Attachments

Community Assessment

Self-Assessment

Training and Technical Assistance Plan